

**Education Program Risk Assessment 2023/24**

No.	Risk category	Risk appetite	The Risk	Impact of Event Happening		Inherent Risk	Existing or Proposed Controls	Reassessment of Risk		Residual Risk	Rating	Priority	Target Risk	Exceeds Target	Accept Risk	Responsible Owner	
			What can happen	Likelihood	Consequence			Likelihood	Consequence					Y/N	Y/N		
1	Activities at the Library		Any of the following:				<ul style="list-style-type: none"> <li>First Aid Officers and kits located throughout the National Library building to facilitate quick access in the event of an incident.</li> <li>Phones located throughout National Library building to ensure prompt communication</li> <li>Presenters trained in Emergency Evacuation procedures</li> <li>Presenters avoid known hazards</li> <li>Presenters forwarn students of potential hazards</li> </ul>										
2	Arrival and Departure	2 - Low	Collision with cars caused by proximity of public access road	Possible	Major	Significant	<ul style="list-style-type: none"> <li>Ensure students are ushered onto footpath and grouped away from road.</li> <li>Manage student movement through parking lot.</li> <li>Draw attention to the need for caution when paths are wet.</li> </ul>	Rare	Major	Moderate	Moderate	2					
3	Arrival and Departure	2 - Low	Slipping or tripping on grass, mud or footpaths if using side entry ramp.	Possible	Major	Significant	<ul style="list-style-type: none"> <li>Manage student movement through carpark.</li> <li>Draw attention to the need for caution when paths are wet.</li> </ul>	Rare	Moderate	Low	Minor	3					
4	Movement across Podium	2 - Low	Slipping or tripping on stairs, slate, tiles.	Possible	Major	Significant	<ul style="list-style-type: none"> <li>Manage student movement up the stairs and across the Podium. Prevent running, pushing and crowding.</li> <li>Draw attention to the need for caution when Podium surfaces wet.</li> <li>Hand rails are provided next to the stairs.</li> </ul>	Rare	Moderate	Low	Minor	3					
5	Movement through Foyer	2 - Low	Slipping on marble floors, or collisions with edges of pillars or furniture.	Rare	Major	Moderate	<ul style="list-style-type: none"> <li>Students will be instructed on appropriate behavioural expectations and safety requirements by presenter prior to building entry.</li> <li>Manage student movement up the stairs and across the foyer. Prevent running, pushing and crowding.</li> <li>Draw attention to the need for caution when Foyer surfaces wet.</li> </ul>	Rare	Moderate	Low	Minor	3					
6	Movement from public areas into and out of office areas - all levels	2 - Low	Slipping or tripping on stairs, marble floors. Collisions with edges of desks, chairs, collection material being catalogue; personal possessions or collection material unsecured;	Possible	Major	Significant	<ul style="list-style-type: none"> <li>Presenter to student ratio observed to ensure adequate supervision.</li> <li>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</li> <li>Behavioural expectations outlined to minimise disruptions to public, Library staff, and avoid interactions with other patrons.</li> <li>Presenter to manage interactions with public and Library employees.</li> <li>Office appliances are clearly indicated, well maintained and stored in line with WHS regulations.</li> </ul>	Rare	Moderate	Low	Minor	3					
7	Storage of bags and water bottle	2 - Low	Theft of bags, contents of bags or water bottles	Unlikely	Major	Moderate	<ul style="list-style-type: none"> <li>Bags and water bottles are stored in a trolley designed for school group items.</li> <li>Trolley is wheeled away from public view.</li> <li>Portable valuable items are kept on person. Larger valuable items can be stored with Security</li> </ul>	Rare	Moderate	Low	Minor	4					
8	Activities in the Exhibition Galleries	2 - Low	Collision with exhibition displays, interactions with public	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>Presenter to student ratio observed to ensure adequate supervision.</li> <li>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</li> <li>Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Presenter to manage interactions with public.</li> </ul>	Unlikely	Minor	Low	Minor	4					
9	Exploration of Reading Rooms	2 - Low	Collision with obstacles, interactions with the public, electrical appliances, photos without permission.	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>Presenter to student ratio observed to ensure adequate supervision.</li> <li>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</li> <li>Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Presenter to manage interactions with public.</li> <li>Electrical appliances are clearly indicated, well maintained and stored in line with WHS regulations. Groups do not interact with these items.</li> <li>Photography is not permitted in Reading Rooms. Mobile phones are to be switched off in MRR</li> </ul>	Unlikely	Minor	Low	Minor	4					
10	Presentations and activities in training rooms and Conference Room	2 - Low	Collision with obstacles, electrical appliances; edges of desks and chairs; power point hole in Conference Room;	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Presenter to student ratio observed to ensure adequate supervision.</li> <li>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</li> <li>Electrical appliances are clearly indicated, well maintained and stored in line with OH&amp;S regulations.</li> <li>Presented advise group on any power point holes;</li> <li>Presenter will advise group on techniques to utilise electrical equipment such as computers as required.</li> <li>Teaching staff encouraged to be proactively assist with supervision throughout the room</li> </ul>	Unlikely	Minor	Low	Minor	4					
11	Use of stairwells	2 - Low	Trip or fall down stairs.	Possible	Major	Significant	<ul style="list-style-type: none"> <li>Students guided to use handrail and proceed down stairs in orderly fashion.</li> <li>Elevator available for visitors with mobility requirements.</li> </ul>	Unlikely	Moderate	Moderate	Major	2					
12	Exploration of stack areas	2 - Low	Collision with obstacles, collision with "ISAAC", items falling off shelves, losing group.	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Presenter to student ratio observed to ensure adequate supervision.</li> <li>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</li> <li>Prior to entry to the room students are briefed about expectations and potential hazards.</li> <li>Students to do not interact with the shelving or the collection items stored on the shelves.</li> <li>For the duration of the tour students are to remain between the presenter at the front of the group and a teacher representative at the back of the group</li> <li>ISAAC approaching alert</li> </ul>	Unlikely	Minor	Low	Minor	4					

13	Interaction with pneumatic tube system	2 - Low	Small items such as jewellery sucked from hand, collision with obstacles. Distress caused by noise of tubes	Possible	Moderate	Moderate	Students move as a group under supervision of presenter. Students are briefed about behavioural expectations and potential hazards. Presenter models interactions with tube system and explains risks including potential for items to be sucked off/hand from. Students are able opt out of the activity. Students are monitored by the presenter when interacting with the tube system. Students warned of potential for noise when tube system is running.	Unlikely	Minor	Low	Minor	4				
14	Interactions with RoboCouriers (ISAAC)	2 - Low	Slow moving collision with ISAAC	Unlikely	Moderate	Low	Students are grouped into safe presentation areas. Groups are briefed with requirements for interacting with ISAAC Presenters monitor the location of the ISAACs whilst moving the tour group through the stack areas. Students are monitored by presenter when ISAACs are in the vicinity. Presenters are trained in utilising ISAAC's emergency stop system. ISAAC approaching alert Speed of ISAAC restricted	Unlikely	Minor	Low	Minor	4				
15	Movement of compactus units	2 - Low	Injury from the movement of compactus shelving.	Unlikely	Major	Low	Prior to use of the compactus students are briefed about expectations and potential hazards. Presenter clarifies procedures for moving compactus. Students are situated across the aisle from the unit to be moved. Students are monitored by the presenter during the compactus demonstration.	Unlikely	Moderate	Low	Minor	4				
16	Movement through Paperplate café area	2 - Low	Interactions with public, food and beverage spills, collisions with furniture.	Possible	Moderate	Significant	Prior to moving through the space students are briefed about behavioural expectations and potential hazards. Students move as a group under supervision of presenter around the perimeter of the café area	Unlikely	Minor	Low	Minor	4				
17	Film screenings in the Theatre	2 - Low	Missteps from low lighting, fold up chairs, stairs.	Possible	Moderate	Significant	Prior to entering Theatre students are briefed about shallow stairs and fold down chairs. Lighting is high whilst students enter the Theatre. Students are guided into seats under supervision of presenter and teachers. Lights are dimmed once all group members are settled and the film commences. Lighting is able to remain on for the duration of the film if required. Strip lighting on stairs is used to allow illumination if students need to move whilst lights are dimmed.	Unlikely	Moderate	Low	Minor	4				
18	Evacuation during tour	0 - Zero	Unsure of exit points.	Possible	Catastrophic	High	Presenters trained in evacuation procedures. Emergency signage and lighting is well maintained, prominently located and displayed. Group remains together under presenter's supervision and is guided to fire exits. Head counts are taken at the completion of the evacuation.	Rare	Major	Low	Minor	1				
19	Infectious Disease	0 - Zero	Transmission of COVID-19 or other transmissible disease to/from school groups	Possible	Major	Significant	Refer to COVID-19 Safety Plan for school visits at <a href="http://nla.gov.au/learning/school-and-teacher-programs">nla.gov.au/learning/school-and-teacher-programs</a> Students and teachers are advised masks are welcome if they prefer Hand sanitiser is available at the entrance to the building and throughout the gallery spaces Teachers are asked to appraise student health before arriving and, if necessary, exclude sick students from a tour. Education tour presenters are vaccinated for COVID-19 Tour presenters wear masks or exclude themselves from presenting if they are or have recently been unwell	Possible	Major	Low	Major	1				